

# ARS □ CSREES □ ERS □ NASS

## *Policies and Procedures*

***Title:*** Responsibilities for Disclosure of Budgetary Information and Information on the Use of Funds

***Number:*** 310.1

***Date:*** 10/02/81

***Originating Office:*** Financial Management Division  
Systems and Analyses Branch

***This Replaces:*** AM 310.1 Dated 11/19/74, And AM 310.4 Dated 3/18/64

***Distribution:*** Headquarters, Regions, Areas/Centers, and Locations

This DIRECTIVE States S&E policy on handling requests for disclosure of information with respect to:

- Budget formulation and presentation.
- Use of funds.
- Assigns responsibilities for disclosing budgetary information.
- Provides procedures for responding to requests for budgetary information and information on use of funds.

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## 1. ABBREVIATIONS

- BD - Budget Division
- OMB - Office of Management and Budget

## 2. DEFINITIONS

**Budgetary Information** includes any estimates and supporting material used in preparing the President's budget, as well as any documents, amendments, supplemental estimates, or other proposals for the granting of new obligational authority. Also encompassed in this term is information relative to the apportionment and allotment of funds and transfers or other movement of funds between accounts. This listing is not meant to be all inclusive.

**Formal Inquiries** are requests for S&E-wide budgetary information.

**Informal Inquiries** are inquiries regarding the use of funds by a location for specific programs or commodities.

## 3. POLICY

**S&E employees** will:

- Refer all formal requests for S&E-wide budgetary information to BD for reply and/or coordination of agency reply.
- Notify Chief, BD, of any informal inquiries about the use of funds at locations.
- Adhere to OMB guidance on responsibilities for disclosure with respect to the preparation of the President's budget. (See OMB Circular A-10, Revised (Exhibit 1).)
- Provide responses to all inquiries consistent with the data used in the formal budget justifications.
- Use care when responding to inquiries about appropriations and budget matters to avoid:
  - Conflict with terms of the Budget and Accounting Act of 1921 as stated

in OMB Circular A-10, Revised (Exhibit 1).

- Giving out inconsistent fund amounts.
- Refrain from making unauthorized disclosure of information contained in or used to prepare the budget. The confidentiality of budget information must be fully respected.

#### **4. RESPONSIBILITIES**

**Recipients of Inquiries** will refer requests for budgetary information to BD:

- To have Agency response prepared, or
- To get clearance and concurrence on what information is to be provided to the requester.

**Chief, BD, or Designee(s)** will:

- Review and approve the request for disclosure of budgetary information.
- Respond to inquiries, or give advice and technical guidance to appropriate staff office as needed in responding to informal inquiries.

#### **5. PROCEDURE**

**Responsible Person:**

**Recipient of Formal Inquiry.** Refer all requests for information related to the President's budget, S&E-wide budget and other budget-related matters to the Chief, BD, or designee.

**Recipient of Informal Inquiry.** Respond to requester directly by using the initial financial plan amounts for each fiscal year and add:

- The proportionate share of applicable location support and joint project costs.
- The share of indirect program support costs, i.e., Area, Region, and Agency costs. Indirect program support costs are derived by multiplying the total net

to locations by the indirect program support rate in effect for the fiscal year.

Communicate promptly by telephone all inquiries for information about the use of funds at locations to the Chief, BD, or designee.

**Chief, BD, or the Designee.** Respond to all formal inquiries and inquiries concerning preparation of the President's budget.

Arthur H. Nies  
Deputy Director  
Administrative Management

Exhibit  
1 OMB Circular No. A-10